



## NOTES FROM THE DIRECTOR

### ACT and WorkKeys Assessments

A big thanks to everyone for another successful year of ACT and WorkKeys test administration. If you have students who missed one or both of these assessments, please make sure to connect with students to ensure participation on the makeup dates.

### Forward and DLM Assessments

Please ensure your Forward and DLM confidentiality agreements are signed and returned to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) before the start of the test window, March 20th.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### Forward Exam

- **NEW - Listening Scripts Accommodation**
  - We have been getting many requests for the listening scripts accommodation. This accommodation will only be approved for a very few number of students across the state. As a reminder, listening scripts may be provided to test administrators working with students who are deaf or hard of hearing that are unable to access the embedded listening passages via the embedded audio through VSL or closed captioning. The Test Examiner should read the passages aloud to the student, allowing the student access to view the Test Examiner's face while reading.

If you have questions about this accommodation, please email [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) for clarification.

- **NEW - Text Dependent Analysis Checklist**
  - It is important to note that the TDA checklist included in the TDA Sampler will not be available during test administration. It is important that students review and prepare with this question type in the OTTs and the TDA sampler ahead of time.

- **REMINDER - Online Tools Trainings**

- As you know, the Online Tools Training (OTTs) were released last week. As a reminder, the OTTs provide a hands-on preview of the item types included in the Wisconsin Forward Exam. Students can practice signing on, selecting a test session, responding to different item types, using the many tools available in the testing system, and navigating the review screen.

Test Administrators and students may notice that some items are repeated in the TDA (session 1) and Reading (session 4) sessions of the ELA OTTs. Items are also repeated within grade bands of 3-4, 5-6, and 7-8 ELA OTTs. Please be aware that this will not be the case for the actual test. More information about this is included in the [Test Administration Manual](#), page 12.

- **REMINDER - New Resources Available**

- [Test Administration Manual](#)
- [eDIRECT User Guide - Students and Testing](#)
- [Student Tutorials](#)
- [Administrator Tutorials](#)
- [Online Tools Trainings](#)
- [2017 Forward Exam DAC Pretest Training - Recorded Version](#)
- [District and School Assessment Coordinator Guide](#)

- **REMINDER - Online Technology Q & A Sessions -Registration links below!**

- DRC will be hosting one more online technology Q & A session to ensure that districts are ready for the 2017 administration of the Forward Exam.
  - March 15, 1:00pm - 2:30pm [Register Here](#)
- Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website](#).
  - Recorded versions of the January and February Online Technology Q & A Sessions is now available on the [Forward technology requirements webpage](#).

- **REMINDER - Student Information System (SIS) and Student Data Updates**

- In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

<b>February 2</b>	DPI created a student demographic data file from data submitted by districts through WISEdata.
<b>February 6 - February 17</b>	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.
<b>February 20 - March 5</b>	<p>Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU.</p> <ul style="list-style-type: none"> <li>• Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files.</li> <li>• Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT.</li> <li>• If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected.</li> <li>• During this time, users will not be able to create or edit test sessions.</li> </ul>

March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	<p>Field can access test setup.</p> <ul style="list-style-type: none"> <li>• Test sessions can be accessed and modified, if needed/desired.</li> <li>• Students can be transferred among districts.</li> <li>• Any changes to accommodations must be made via the eDIRECT user interface (UI). (<b>Accommodations changes cannot be made via the MSU file after March 5</b>)</li> <li>• Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.</li> </ul>

## ACT HIGH SCHOOL ASSESSMENTS

### ACT with writing and ACT WorkKeys

- **NEW - Students Absent on Initial Test Day and MakeUp Testing**
  - Refer to p. 59 of the Test Administration Manual for eligibility criteria for makeup testing.
  - **The ordering window for makeup date materials is March 1-3.**
  - See emails from ACT sent 2/27 and 3/1 for [instructions on ordering makeup materials](#).
  - When ordering materials, place the order for "WI MakeUp Kit"
- **NEW - Accommodations Testing - Returning Materials**
  - Wait until all accommodations testing completes before returning accommodation materials and return them together. There are separate procedures and return envelopes for packing the accommodations materials.
  - **The scheduled FedEx pick up date for accommodations materials is March 16.**
- **NEW - Corrected Audio DVD Track Listings**
  - ACT identified a printing error with the printed Audio DVD Track Listings for the ACT® test to be administered during the State and District testing window of Feb 28 – Mar 14.
  - An updated copy of this document can be found [here](#) and archived at the [WI ACT State and District testing program website](#).
  - Please print and use the corrected version and return all copies with your testing materials.
  - See email from ACT sent 2/28.
- **REMINDER - If A Student Does Not Test**
  - Refer to the [ACT DPI FAQs](#) for guidance about accountability and testing of students in various situations.
  - If a student is enrolled at your school but does not take the ACT and/or WorkKeys, leave the student in PearsonAccessNext.
  - After testing is complete, Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test**.
  - See instructions and screenshots starting on page 2 in the [WI ACT Supplement](#) and the [WI WorkKeys Supplement](#).

## Aspire Early High School

- **NEW - Updating Websites for 2017**

- The DPI and ACT Aspire webpages are currently in the process of being updating for 2017. Please bookmark and begin reviewing the materials at the following links:

<a href="#">The ACT Aspire Portal</a>	Secure site where educators perform administrative tasks associated with managing the Aspire assessment.
<a href="#">Aspire Test Administration Resources DPI Site</a>	DPI-managed site with links to Aspire resources.
<a href="#">WI Avocet</a>	Online library of ACT Aspire resources. You may access the complete documents on this site by scrolling to the top of the page and clicking the “Download” button. Use Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 if you are having trouble viewing documents.
<a href="#">ACT Aspire Landing Page</a>	Source for training recordings, live webinar trainings, exemplars, information on technology setup, and reporting resources.

- **NEW - View the Technology Readiness Webinar Recording**

- Please encourage test coordinators and technology coordinators to view the recording of the Aspire Technology Webinar from 2/22.
  - Link to [recorded webinar](#)
  - Link to [PowerPoint slides](#)
- Save the date: the Aspire Test Administration Training Webinar will be on Mar 30 at 10am.

- **REMINDER - Student Data Timeline**

March 7	<b>Deadline for school districts to make sure local student information system (SIS) is up-to-date</b> and that data from their SIS are being regularly “pushed” through WISEdata to the DPI data warehouse.
<b>March 8</b>	<b>DPI pulls 9<sup>th</sup> and 10<sup>th</sup> grade student data from WISEdata and uploads to ACT Aspire portal.</b>
March 14-24	Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.
March 14 - April 14	Test coordinators set up online test sessions.
See <a href="#">Schedule of Events</a> and <a href="#">Checklist of Success</a> for full Aspire calendar.	

- **REMINDER - TestNav 8.8 Upgrade**

- TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.

- TestNav upgraded on 1/27. Schools must use version 8.8 for statewide Aspire testing.
- See the [TestNav 8 Online Support page](#) for details on upgrading to 8.8.
- **If your Technology Coordinator has not updated the TestNav app since last Spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8.** If they have completed the upgrade in mid-summer of 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.

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## Reading Readiness

- **NEW - REIMBURSEMENT REQUEST FORM**
  - Later this week (or early next week), DACs will be sent the Reading Readiness Reimbursement Request Form and instructed to provide information on the number of students screened in the 2016-17 school year, the screening instrument(s) used, and the amount requested for reimbursement.
  - Deadline for submission of the form is April 7, 2017.

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## ACCESS for ELLs

- **NEW - INFORMATION ON STANDARD SETTING IMPACTS**
  - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
  - Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
  - Webinars Explaining Changes:
    - [March 10, 1:00pm – 2:00pm CT](#)
    - [March 14, 1:00pm – 2:00pm CT](#)
- **UPCOMING DEADLINES**
  - **3/7/2017-3/15/2017**
    - Pre-Reporting Data Validation in WIDA AMS
    - Webinar on 3/7, link [here](#).
  - **4/21/2017**
    - Score Reports and data files received
  - **4/21/2017-5/4/2017**
    - Post-Reporting Data Validation Window

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## Dynamic Learning Maps (DLM)

- **NEW- ACTION REQUIRED- Many districts have rosters for content areas other than the DLM content areas of ELA, M, SCI, and SS. These must be corrected immediately and prior to receiving test tickets.** Instructions on rostering students can be found beginning on page 94 of the [Data Management Manual](#). Districts that have rostered to the wrong subject should do the following: Create a new roster with the correct subject (only use ELA or English Language Arts, M or mathematics, SCI or science, and SS or Social Studies), do not include a course, move the students from the incorrect roster to the new roster. The old incorrect roster will disappear once students are removed.

- **NEW** - The PowerPoint for the presentation entitled “*Who are Students with the Most Significant Cognitive Disabilities?*” is now posted on the [special education website](#). Additional, materials and guidance will be added to this page as they are finalized.
- **REMINDER - Collection of Student Writing Samples for Dynamic Learning Maps Alternate Assessments** - The DLM® Alternate Assessment Consortium is seeking districts to collect and submit evidence of student writing samples from the English language arts portion of the DLM alternate assessment during the spring 2017 testing window. District coordinators will collect writing samples that students produce during DLM writing testlets and ship the samples to DLM staff at the University of Kansas. Acceptable writing samples include papers that students used during testlet administration, copies of student writing products, and printed photographs of student writing products. Each writing sample requires a cover sheet that contains information about the student, teacher, and testlet. Samples will be used to support evidence of quality of the assessment system and inform future assessment development. Samples will not be used to evaluate teachers or test administration procedures. To volunteer, complete the [survey](#). Volunteers will be contacted by DLM staff with more detailed information on collecting samples and shipping them to the DLM office.
- **REMINDER - Spring Assessment Resources** - Materials Collections Lists have been posted on the Educator Resource Pages for [ELA, Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A Writing Testlet FAQ has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student’s ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- **REMINDER - Data Validations-** Districts should now have loaded all of their users, enrollments and rosters into the Educator Portal. Districts should be carefully checking the student demographics to make sure that grade levels are appropriate for the 16-17 school year, primary disability has been indicated correctly, student names are spelled correctly, etc. *Failure to verify data may have a significant impact on student testing and accountability.*
- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
  - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

## National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- **REMINDER - The NAEP test window is open for another week and a half**
  - Angela Dugas, the NAEP State Coordinator, will be observing NAEP testing around the state during the test window. She will contact NAEP School Coordinators, Principals, and DACs in advance of the observation. The observations are a NAEP quality assurance task; observations are of the NAEP procedures and protocols only, and not of students or schools.

### DAC DIGEST DIGESTIBLES

Important Dates to Remember		
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM
	1-3: Window to submit make-up order	ACT/WK
	1-10: NAEP testing window	NAEP
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7-15: Pre-Reporting Data Validation Window	ACCESS
	8: DPI pulls 9 <sup>th</sup> and 10 <sup>th</sup> grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK



Important Tasks to Remember	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">DAC Guide</a></li> <li><input type="checkbox"/> Review <a href="#">Accessibility Guide</a> and <a href="#">Training</a></li> <li><input type="checkbox"/> Review <a href="#">Test Administration Manual</a></li> <li><input type="checkbox"/> Review <a href="#">eDIRECT User Guide - Students and Testing</a></li> <li><input type="checkbox"/> Practice with <a href="#">Online Tools Trainings</a></li> </ul>	Forward
<ul style="list-style-type: none"> <li><input type="checkbox"/> Share TestNav upgrade information with technology coordinators.</li> <li><input type="checkbox"/> Submit signed DAC <a href="#">Confidentiality Agreement</a> to osamail@dpi.wi.gov before testing begins.</li> <li><input type="checkbox"/> Ensure school level test staff sign the appropriate <a href="#">confidentiality form</a> and keep it at the school or district.</li> <li><input type="checkbox"/> Notify data coordinators about March 7 deadline to have SIS up to date for DPI to load student data into Aspire portal.</li> <li><input type="checkbox"/> Encourage Technology Coordinators to view the recorded Aspire Technology Readiness Webinar.</li> <li><input type="checkbox"/> Submit orders for ACT and WorkKeys makeup test materials if needed.</li> </ul>	ACT High School Assessments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Data Validation modules</li> <li><input type="checkbox"/> Plan for Data Validation March 7-15</li> </ul>	ACCESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a></li> <li><input type="checkbox"/> Add new users, students and rosters to <a href="#">Educator Portal</a> and <i>validate</i> the data</li> <li><input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible</li> <li><input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) from 15-16</li> </ul>	DLM
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a></li> </ul>	Reading Readiness

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
<a href="#">Accessibility Guide</a>	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward
<a href="#">DTC Training</a>	Recorded District Technology Coordinator Training	Forward
<a href="#">District and Assessment Coordinator Guide</a>	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
<a href="#">Emergency and Inclement Weather Plan</a>	ACT and WorkKeys Inclement Weather Plan	ACT/WorkKeys
<a href="#">Confidentiality Forms</a>	DACs must submit signed <a href="#">confidentiality agreements</a> to osamail@dpi.wi.gov before testing begins. School level test staff sign the appropriate form and it is kept on file at the school or district.	
<a href="#">Ordering Additional Materials Guide</a>	Instructions for placing order for makeup testing materials.	
<a href="#">TestNav 8 Online Support page</a>	Information on upgrading TestNav to 8.8	Aspire
<a href="#">Schedule of Events</a>	Calendar of Aspire dates and deadlines - updated 2/9	
	Recording of Aspire Technology Webinar	



<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2016-17 dates	ACCESS
<a href="#">WIDA Resources</a>	Revamped training and manuals for 2016-17	
<a href="#">Educator Portal User Guide</a>	Provides guidance and support for users navigating Educator Portal	DLM
<a href="#">Data Management Manual</a>	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
<a href="#">Test Administration Manual</a>	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
<a href="#">OSA Office Hours Webinar</a> - <b>11/3 recording now posted</b>	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA